Intercollegiate Broadcasting System
BETHLEHEM, PA.
215 - 868-4121

March 27, 1965

Dear Station Manager:

As a service to Member Stations, IBS is sending you this survey of Supervisory Role Expectations. The survey is designed to help you determine what you can do to obtain the best results from your staff. It will be equally useful to anyone else on your staff who supervises people. Moreover, the survey is easy to take and simple to administer.

You'll see from the questions that the purpose is not to judge or to rate any supervisor. Rather, the survey will show you just what your station's staff expects of all supervisors in their relations with the staff. It is up to each supervisor to use the survey results in his own way to obtain the best performance from his staff.

The data from your survey will be analyzed for you on computers and returned to you quickly. You will receive the only copy of the data results for your station.

The data obtained from all IBS stations will be combined to obtain national results. Since these national results will have a greater sample number, they will be of great value to you, especially when you compare the figures with your own results.

This survey should be administered to every staff member except yourself. We suggest that you assign the administration of the survey to a member of your staff who is in a non-supervisory position. All the materials he needs are enclosed. Please make sure he returns the data from your survey within seven days to make sure that your station won't miss the deadline for the computer processing.

I'm sure you'll find the survey will be a valuable management aid to your station's supervisors.

Very truly yours,

TED ANAGNOSON
IBS Director